



## **CITY OF NEWBERG, OREGON INVITES YOUR INTEREST IN THE POSITION OF FINANCE DIRECTOR**

**(Closing date: Tuesday, September 30, 2014)**

### **The Community**

The City of Newberg (population 22,300) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.

Good schools, quality City services and active community involvement are among the attributes that help the City live up to its motto, “**Newberg, a Great Place to Grow.**” The City enjoys a highly diverse economic base. Many of the City’s “home-grown” businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor’s degrees in more than 40 majors, adult degree programs, and 12 master’s and doctoral degrees; a branch of Portland Community College; and Providence Newberg Medical Center are located in the City.

Newberg is the second largest city in Yamhill County, which is famous for its wineries and vineyards. The area’s wineries are among the finest in the state and have achieved world attention for their pinot noir varieties. Parks, boating, biking, hiking, hunting, fishing, golfing, athletic events, winery tours and tastings, a premiere destination resort, historic walking tours, the Hoover-Minthorn House, the Chehalem Cultural Center, theater and concerts, art galleries and special events bring tourists to the Newberg area. The community sponsors several major events each year including Tunes on Tuesday in the summer, Camellia Festival in April, the Old Fashioned Festival Days in late July, Friday Art Walk the first Friday of each month, as well as the boat races on Memorial Day weekend.



**Vineyards in the Newberg area**

The community is on the threshold of some major changes. This year, construction of the first phase of the Newberg-Dundee Bypass, a major state highway project, began. This project has been 30 years in the planning and will result in a lot of truck traffic being taken out of the historic downtown Newberg. With this will come the continuing renaissance of the downtown area. The University restarted their football program in 2014. The continuing reputation of the Allison Inn & Spa (both nationally and world-wide) will be attracting more visitors and likely residents to the city of Newberg.

A one-hour drive east will take one to the Cascade Mountains for skiing, climbing, camping, fishing and hiking. A one-hour drive east will also take you to the Columbia River Gorge for world class windsurfing, kite board sailing, and kayaking. A one and a half hour-drive west will take one to the breath-taking views of the Pacific coastline, with its many beautiful beaches for whale watching, surfing, and ocean kayaking.

The Newberg-Dundee area offers a wide variety of housing opportunities for its residents. The median home value in Newberg is \$226,000. Newberg home values have gone up 7.4% over the past year and Zillow predicts they will rise 3.1% within the next year. Median sales price for a home in Newberg in July 2014 was \$250,000. Home values are expected to increase 3.1% over the next year. (Source: Zillow, July 2014)

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

### **The Organization**

Incorporated in 1889, the City of Newberg is a Charter City and has a Council-Manager form of government. The City has a Mayor elected every four years and six Council Members who are also elected to four-year terms.

The City has approximately 180 staff members with three unions (Police, Fire, and Public Works) and a FY 2014-15 budget of \$99.1 million, including \$14.6 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, City Attorney, Municipal Court, Police and Communications, Fire along with EMS (Ambulance Service), Library, Planning and Building, Engineering, and Public Works. The Council appoints the City Manager, the City Attorney and the Municipal Judge. Park and recreation services are provided by the Chehalem Park and Recreation District.

The City seeks to serve as a catalyst to create a "friendly, small city" next to the larger metropolitan area, be responsive to the physical and social needs of the community, support Newberg as an independent community that provides a broad range of services using all available public and private resources, and rely on innovative leadership, planning, and budget forecasting to achieve the vision of the future.



Rotary Centennial Park

The organization is committed to quality leadership for the benefit of the residents of Newberg and will:

- be professional in one's attitude and proficient in his/her tasks.
- encourage a spirit of cooperation in dealing with the mutual problems and challenges facing the community.
- expect and demonstrate courtesy and respect in all interactions.
- commit to total quality in all services provided.

- be accountable and effective stewards of the public trust and resources.
- participate in and promote the exchange of ideas through open communications.

### **Challenges and Issues**

The City of Newberg continues to experience traffic through the center of town on Highway 99W due to the growth of the Portland metropolitan area and increased traffic to and from the Oregon Coast. The Newberg-Dundee Bypass is a controlled-access expressway that will significantly reduce the traffic congestion on OR99W. “Phase 1” will extend four miles from OR219/Wilsonville Road to OR99W south of Dundee, with one travel lane



Newberg City Hall

in each direction and is expected to be completed in 2017. The full bypass will be an 11-mile, four-lane highway around the cities of Newberg and Dundee. While the entire bypass has been approved, funding is only currently available for the first part of the project. The City will need to develop a plan for transportation within Newberg’s downtown core post Newberg-Dundee Bypass. In addition, implementation of the Transportation System Plan (TSP) and funding for the maintenance of existing local roads is an important issue in the community.

The Comprehensive Plan projects that Newberg will grow to a population of 38,352 by 2025 and 54,097 by 2040. Planning for this future growth and the infrastructure needed to accommodate this projected growth will be essential to maintain and enhance Newberg’s high quality of life. Newberg has identified that it has a severe shortage of industrial land within its Urban Growth Boundary (UGB) to retain and grow existing businesses and attract new businesses, particularly in the manufacturing area. To address this shortage, Newberg is in the process of including land in the south industrial area into the UGB and designating that land industrial. A priority for the new City Manager will be to review and follow through with state agencies on planning updates, including the Urban

Growth Boundary (UGB), Urban Reserve Area (URA) and city limits.

### **The Position**

The City Manager seeks an experienced finance director with extensive fiscal management and long-range forecasting, as well as the ability to manage department operations and supervise in a leadership role. He/she should be able to possess a CPA License, have practiced in government finance for a minimum of five (5) years, and supervisory experience. Experience with long-range budget preparation and forecasting is a plus.

Typical duties include, but are not limited to the director overseeing the budgeting, maintenance, operation, planning, and budget forecasting for the city. The director represents the Finance Department, who reports directly to the City Manager but is also responsible for presenting on the City’s financial state to the public bodies such as the City Council, Budget Committee, Rate Review Committee, outside agencies, etc.

Additionally, the director manages the City’s Finance Department; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. The director provides leadership and direction in the development of the City’s short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations to Department Heads and the City Council.





Downtown Newberg

The successful candidate must be able to understand and work within the vision of the City Council, must value team success and be a superior communicator with strong interpersonal skills, and have a broad knowledge of City, County, State and Federal policy issues and requirements. The ideal candidate will have the ability to develop long-range plans and budgets, assist in the utility rate setting, identify problem areas, analyze information, and will be innovative and proactive about developing solutions. They will be an experienced and well respected manager who is able to establish and maintain effective working relationships with individuals and groups involved in developing policies.

The director will also have an overall understanding or extensive and diverse background of capital improvement project tracking. The director should also be well connected and respected in community and professional environments. The City requires the director to be skilled in progressive management practices with the ability to foster and provide a supportive work environment where staff can work independently while being accountable for their areas of responsibility.

The director's management style must be team-oriented and collaborative. The director will work as a team member with department leaders in this full-service City. The City is seeking an individual who is always approachable and willing to roll up his/her sleeves to contribute. He/she will establish a positive atmosphere of mutual respect and cooperation within the organization, be receptive to new ideas, and encourage innovation.

For specific experience and educational requirements, please reference the job description, which is available for downloading at: <https://www.newbergoregon.gov/jobs>

*A satisfactory equivalent combination of education/experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position may be substituted.*

### **Compensation**

The City of Newberg has established an annual compensation of \$75,000 - \$95,000, depending upon qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage with the City paying 90% of the premium for the employee and dependents. In addition, the City pays the full retirement contribution to Oregon PERS.

### **To Apply**

If you are interested in this outstanding opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of three professional references. Send the cover letter, Employment Application, résumé, and references to Newberg Human Resources Department, PO Box 970, Newberg, OR 97132—or signed and scanned packets to: [newberg.recruitment@newbergoregon.gov](mailto:newberg.recruitment@newbergoregon.gov).

**Employment Applications** are available at:

[www.newbergoregon.gov/jobs](https://www.newbergoregon.gov/jobs).



Newberg City Library

First review is conducted **Tuesday, September 30, 2014**. Open until filled.

**Veteran's Preference** – The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at [www.newbergoregon.gov/jobs](http://www.newbergoregon.gov/jobs) - *last page of Employment Application*) and the required documentation with his/her application material.

### **Selection Process**

Following the closing date, applicants will be screened according to the qualifications outlined above. The selection process will include evaluation of the experience and education submitted in the application to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application with the top ranked individuals invited for an oral interview. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

Those deemed qualified will be invited to an interview. Reference checks are conducted after receiving candidates' permission. Once an offer has been made, all other applicants will be notified of the position being filled. For additional information, visit the City's Website at: [www.newbergoregon.gov](http://www.newbergoregon.gov).

The selected candidate will be required to furnish references, pass background (employment and criminal history) checking. Fingerprinting is also necessary for certain City facility accessibility.

**The City of Newberg is an Equal Opportunity Employer**



**The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace** Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.